

STATE OF TENNESSEE
COMMUNITY SERVICES BLOCK GRANT STATE PLAN
FOR FISCAL YEAR 2005
July 1, 2004 - June 30, 2005

TENNESSEE DEPARTMENT OF HUMAN SERVICES
Designated State Agency

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CHAPTER I

INTRODUCTION

Background

From its inception in 1937, the Tennessee Department of Human Services has been responsible for administering social services programs in the State. In 1983, the responsibility to administer the State's Community Services Block Grant Program was transferred to the Department of Human Services from the Tennessee Community Services Administration, which had administered the program since enactment of the Community Services Block Grant in 1981.

The Community Services Block Grant (CSBG) Program is a successor to most of the Office of Economic Opportunity and Community Services Administration programs which were terminated upon enactment of the Omnibus Budget and Reconciliation Act of 1981. This Act created the CSBG program, as it is known today. CSBG programs are designed to provide services for the poor and near poor to reduce or eliminate the causes of poverty. Client eligibility for services is contained in Chapter III of this plan. A description of CSBG services is given in Chapter IV of this plan.

Period Covered by the Community Services Block Grant State Plan

The period covered by the CSBG State Plan is July 1, 2004 through June 30, 2005 and is referred to in the plan as FY 2005.

Purpose of the Community Services Block Grant State Plan

The CSBG State Plan is a blueprint for organizing and delivering necessary services to the citizens of the State with an emphasis on serving the poor and near poor.

The Tennessee Department of Human Services is the single State agency designated to receive and administer CSBG funds. The Department is required to develop a plan, which provides information to Tennessee citizens concerning the intended uses of these funds.

This Plan incorporates input from individuals and organizations, including the local CSBG agencies. The final Plan describes the services to be provided the eligibility requirements for services, the estimated number of customers to be served, and the estimated expenditures for each service program. In addition, the Plan addresses how program success for customers will be measured.

The Plan allocates scarce CSBG resources to assist the poor and near poor in the State. Ninety-five percent of the State's available CSBG funds have been allocated to the State's CSBG agencies for services to eligible clients. The State's allocation and the formula used for allocating funds to local agencies are included in Chapter VI of this Plan. Allocations to local agencies are included in Appendix 4.

Authority and Responsibilities of the Community Services Block Grant

Program

The Tennessee Department of Human Services has been designated as the state agency to administer the CSBG program in the State. Further, the Governor has delegated to the Department the responsibility for making the program's required assurances and certifications to the U. S. Department of Health and Human Services. The assurances and certifications are contained in Chapter VI of this plan.

Overall Program Goals

The overall program goals for CSBG are:

- (1) to provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;
- (2) to provide activities designed to assist low-income participants including the elderly poor;
- (3) to provide on an emergency basis such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor;
- (4) to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals; and
- (5) to encourage the use of entities in the private sector of the community in efforts to relieve or remedy poverty conditions in the community.

Customer Goals

Regardless of the programs provided to customers, they must be goal directed. Goals should be results-oriented with predetermined measures used to evaluate success. Goals include:

1. Low-income people become more self-sufficient;
2. The conditions in which low-income people live are improved;
3. Low-income people own a stake in their community;
4. Partnerships among supporters and providers of services to low-income people are achieved;
5. Agencies increase their capacity to achieve results;
6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

CSBG agencies' are required to address the six National goals mandated by the Office of Community Service. In addressing Family level goals, CSBG agencies must use the 'Recommended Measures and/ or Created Measures for Tennessee CSBG Agencies', (Revised 4-9-02 and 4-24-02) that are linked to the agencies' programs. This document was pulled together by The University of Tennessee, School of Social Work, to improve the State's ROMA reporting. The Tennessee list correlates to the full Office of Community Services (OCS) list shown below. When evaluating Agency level goals agencies must include Goal 4, measures a, b, c, and Goal 5, measures a, b, c, d, k. Community Level Goals should be selected from Goals 2 and 3.

It is important that outcome measures consider both the overall effectiveness of the program and customer success. Outcome measures involve the agency's mission and are quality oriented. They relate to how the agency is doing in providing services and empowering its customers to make needed changes in their lives. Each goal has a result-oriented list of measures from which the agency can select to measure success. These result-oriented measures follow:

Goal 1 – Client and Family Level Goals and Measures:
Low-Income People Become More Self Sufficient

Direct Measures

- a. Number of participants seeking employment who obtain it, [as compared with the total number of participants].
- b. Number of participants maintaining employment for a full 12 months.
- c. Number of households in which adult members obtain and maintain employment for at least ninety days.
- d. Number of households with an annual increase in the numbers of hours of employment.
- e. Number of households gaining health care coverage through employment.
- f. Number of households experiencing an increase in annual income as a result of earnings.
- g. Number of households experiencing an increase in annual income as a result of receiving allowable tax credits, such as the earned income and child care tax credit.
- h. Number of custodial households which experience an increase in annual income as a result of regular child support payments.
- i. Number of participating families moving from substandard housing into stable standard housing, as compared with the total number of participating families.
- j. Number of households which obtain and/ or maintain home ownership.
- k. Number of minority households, which obtain and/ or maintain home ownership.
- l. Number of people progressing toward literacy and/ or GED.
- m. Number of people making progress toward post-secondary degree or vocational training.
- n. Other outcome measure(s) specific to the work of the agency.
- n.(1).(Other) Number of participants who are employed because their children are served by childcare programs and/or classes funded by CSBG.
- n.(2).(Other) Number of participating households experiencing an increase in disposable income as a result of acquiring food through CSBG-funded services (e.g., hot meals, food pantries, garden projects, canning projects, nutrition education, etc.). [Commodities were moved from this measure to 2g(4) below.]

- n.(3).(Other) Number of participating households experiencing an increase in disposable income as a result of acquiring donated items (other than food) through CSBG-funded services.
- n.(4).(Other) Number of participants moving toward self-sufficiency through self-sufficiency case management.

Survey Question Measures

- o. Number of clients who consider themselves more self-sufficient since participating in services or activities of the agency.*
- p. Number of clients reporting an increase in income since participating in the services of the agency.*

Goal 2 – Community Level Goals and Measures

The Condition In Which Low-Income People Lives Are Improved

Direct Measures:

- a. Number of accessible, living wage jobs created and/or retained.
- b. Increase in assessed value of homes as a result of rehabilitation projects.
- c. Increase in proportion of state and federal funds allocated for meeting emergency and long-term needs of the low-income population.
- d. Increase in access to community services and resources by low-income people.
- e. Increase in available housing stock through new construction.
- f. Increase in the availability and affordability of essential services, e.g. transportation, medical care, and child care.
- g. Other outcome measure(s) specific to the work done by your agency.
- g.(1).(Other) Number of educational or informational activities organized by agency (or a collaborative involving the agency) that inform the public about the problems and solutions associated with poverty.
- g.(2).(Other) Number of accessible food pantries created and/or retained.
- g.(3).(Other) Number of homes repaired through community projects.
- g.(4).(Other) Number of participating households experiencing increase in disposable income as a result of acquiring non-perishable foods from the commodity foods distribution program (TEFAP). *[New]*
- g.(5).(Other) Number of participating households experiencing an increase in disposable income as a result of receiving help with payment of energy costs (LIHEAP). *[New]*
- g.(6).(Other) Number of participating households experiencing reduction in energy burden as a result of receiving home Weatherization improvements at their residence (WAP). *[New]*

Survey Question Measure:

- h. Number of households who believe the agency has helped improve the conditions in which they live.*

Goal 3 – Community Level Goals and Measures

Low-Income People Own A Stake In Their Community

Direct Measures:

- a. Number of households owning or actively participating in the management of their housing.

- b. Amount of ‘community investment’ brought into the community by the Network and targeted to low-income people.
- c. Increase in minority businesses owned.
- d. Increase in access to capital by minorities.
- e. Increased level of participation of low-income people in advocacy and intervention activities regarding funding levels, distribution policies, oversight, and distribution procedures for programs and funding streams targeted for the low-income community.
- f. Other outcome measure(s) specific to the work done by your agency.
- f.(1).(Other) Increased level of active participation of low-income people in organizations whose purpose is to advocate and/or offer intervention services for low-income people in the community (including CSBG agencies).
- f.(2).(Other) Number of hours contributed by low-income people who perform volunteer work in agency programs for the benefit of the larger community (not mandated).

Survey Question Measures:

- g. Number of households participating or volunteering in one or more groups.
- h. Number of households who say they feel they are part of the community.

Goal 4 – Agency Level Goals and Measures

Partnerships Among Supporters And Providers Of Services To Low-Income Persons Are Achieved

Direct Measures:

- a. Number of partnerships established and/ or maintained with other public and private entities to mobilize and leverage/ resources to provide services to low-income people.
- b. Number of partnerships established and/ or maintained with other public and private entities to complete the continuum of care for low-income people.
- c. Number of partnerships established and/ or maintained with other public and private entities which ensure ethnic, cultural, and other special needs considerations are appropriately included in the delivery services system.
- d. Other outcome measure(s) specific to the partnerships created by local agencies.

Survey Question Measures:

- e. Number of principal partners that are satisfied with the partnerships.
- f. Partners’ rating of the responsiveness of training and technical assistance.

Goal 5 - Agency Level Goals and Measures

Agencies Increase Their Capacity To Achieve Results

Direct Measures:

- a. Total dollars mobilized by the agency.
- b. Total dollars mobilized by the agency as compared with CSBG dollars.

- c. Number of boards making changes as a result of a periodic organizational assessment.
- d. Number of programs which have become more effective as a result of research and data (their own as well as others)
- e. Number of programs which have become more effective as a result of needs assessment surveys
- f. Number of families having their situation improved as a result of comprehensive developmental services.
- g. Increase in community revitalization as a result of programs.
- h. Number of agencies increasing their number of funding sources and increasing the total value of resources available for services to low-income people.
- i. Number of agencies leveraging non-CSBG resources with CSBG resources at a ratio greater than 1:1.
- j. Number of agencies where board composition accurately represents the ethnic diversity of the service territory.
- k. Number of agencies where customers accurately represents the ethnic diversity of the service territory.
- l. Number of agencies where staffing accurately represents the ethnic diversity of the service territory.
- m. Number of development contacts as a result of outreach programs.
- n. Number of special populations showing improvement as a result of programs aimed at the population.
- o. Number of clients showing improvement as a result of emergency services received.
- p. Other outcome measure(s) specific to the work done by the local agency.
- p.(1).(Other) Number and value of volunteer hours contributed to the agency by community members.

Goal 6 – Client and Family Level Goals

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family And Other Supportive Systems

Direct Measures:

- a. Number of aged households maintaining an independent living situation.
- b. Number of disabled or medically challenged persons maintaining an independent living situation.
- c. Number of households in crisis whose emergency needs are ameliorated.
- d. Number of participating families moving from homeless or transitional housing into stable standard housing.
- e. Number of households in which there has been an increase in donation of time to volunteer activities (not mandated by welfare-to-work).
- f. Number of households in which there has been an increase in children's involvement in extracurricular activities.
- g. Number of high consumption households realizing a reduction in energy burden.
- h. Number of households moving from cultural isolation to involvement with their cultural community.
- i. Other outcome measure(s) specific to the work done by your agency.

- i.(1).(Other) Number of households retaining housing for at least 90 days after receiving assistance with rent, mortgage, or utilities.
- i.(2).(Other) Number of households whose health is maintained or improved because of provision of transportation to medical facilities, purchased medical/dental care, or counseling.

Survey Question Measure:

- j. Number of households indicating improved family functioning since participating in the services or activities of the agency.

Individuals to be Served

There were approximately 750,000 persons in Tennessee at or below 125% of the Office and Budget's Poverty Income Guidelines according to the 1990 Census. These individuals are eligible to receive CSBG services if they document their income and demonstrate a need for desired services. County Level 2000 data will be incorporated into the State Plan in State Fiscal Year 2005.

Where to Apply for Services

Persons interested in applying for CSBG services or obtaining additional information should contact the local CSBG agency serving their county. Appendix 2 contains a map of local CSBG Agencies in Tennessee. Appendix 3 contains a list of CSBG Agencies, counties served, addresses and telephone numbers.

CHAPTER II

HOW THE FY 2005 COMMUNITY SERVICES BLOCK GRANT STATE PLAN IS DIFFERENT FROM THE FY 2004 PLAN

The FY 2005 CSBG State Plan is different from the FY 2004 plan in the following areas:

- Chapter I reflects the updated requirement for agencies to use the ‘Suggested and/or Created Measures for Tennessee CSBG Agencies’ developed by The University of Tennessee School of Social Work. These measures are based on the MATF goals and measures and linked to Tennessee Programs. During the FY 02 State Year, the Outcome Advisors Group for ROMA/ Results Oriented Management and Accountability became much more cohesive. They began work on addressing statewide reporting issues, including the development of new statewide measures.
- Chapter III reflects the revision to the Poverty Income Guidelines used to determine client eligibility for service.
- Appendix 4 reflects new state and agency allocation amounts. The new allocations have been made based on the FY 2000 Census spread over a 5 year period. In other words, these new allocations have been based on the change in the FY 1990 and FY 2000 poverty census data. This change is being spread over five years to lessen the impact to agencies having the largest population shifts. Therefore, if an agency’s percent of the state’s poor decreased by 10% between the 1990 and 2000 census, the agency’s CSBG funds were decreased by two percent (2%) for each year between FY 2005 through FY 2009 for a total reduction of 10%.
- Contracts for a total term of five years beginning July 1, 2004 based on estimated funding availability have been negotiated.
- Cordell Hull Economic Opportunity Corporation is no longer receiving CSBG funding. Upper Cumberland Human Resource Agency has been designated as the CSBG eligible entity in the former Cordell Hull geographic area. Cordell Hull filed for bankruptcy and ceased business operations December 31, 2003 following the loss of the Head Start program in November 2003.
- In February 2004 the Tennessee Department of Finance and Administration was restructured. Monitoring staff were returned to their respective state departments from this centralized unit. Additional details may be found in Chapter VI, page 23.

CHAPTER III

CLIENT ELIGIBILITY FOR CSBG SERVICES

Client eligibility for all services is based on income eligibility and need for the service. If Information and Referral is provided as an umbrella service, it is provided *Without Regard to Income*. Income eligibility means that the household income is at or below 125% of the Department of Health and Human Services Poverty Guidelines. A household is defined as any individual or group of individuals living together as one economic unit. Income eligibility and documentation of the client's need for service must be completed in order to establish client eligibility prior to delivery of services. Self-declaration of income eligibility (125% or less than the poverty guidelines) and need is permitted in some services as specified in the State's CSBG eligibility policies.

The table below gives the CSBG Income Eligibility Guidelines, which are 125% of the HHS 2004 Poverty Income Guidelines.

CSBG POVERTY INCOME GUIDELINES

(125% HHS POVERTY GUIDELINES)

Size of Family Unit	125% HHS Maximum Allowable Income for CSBG	Monthly Limit
1	\$11,637.50	\$ 969.79
2	\$15,612.50	\$1,301.04
3	\$19,587.50	\$ 1,632.29
4	\$23,562.50	\$ 1,963.54
5	\$27,537.50	\$ 2,294.79
6	\$31,512.50	\$ 2,626.04
7	\$35,487.50	\$ 2,957.29
8	\$39,462.50	\$ 3,288.54

For family units with more than 8 members, add \$3,975.00 annually for each additional member or \$331.25 per month.

Income To Be Considered In Determining Eligibility:

Household income includes money wages and salaries before any deductions, but does not include food or rent received in lieu of wages. Income also includes net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses). Income includes regular payments from Social Security (prior to the Medicare premium deduction for the individual 65 years or older or if the individual has been receiving Social Security Disability Assistance for more than 2 years), railroad retirement, unemployment compensation, workers' compensation, strike benefits from union funds, veterans' benefits, public assistance (including Temporary Assistance for Needy Families, or Supplemental Security Income or, non-Federally funded General Assistance or General Relief money payments), training stipends, alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government employee pensions, and regular insurance or annuity payments; and income from dividends, interest, rents, royalties or periodic receipts from estates or trusts; service fees paid to therapeutic foster parents for 24 hour child care. Payments for therapeutic care are in addition to room and board payments. Net gambling or lottery winnings are also considered.

Income Not To Be Considered In Determining Eligibility:

For eligibility purposes, income does not include the following types of money received: capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; tax refunds, gifts, lump-sum inheritances, one-time insurance payments, or compensation for injury. Also excluded are non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or rent received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such Federal non-cash benefit programs as Medicare, (Supplemental Security Income, Qualified Medicare, and Specified Low-Income Medicare beneficiaries), Medicaid, Food Stamps, school lunches, and housing assistance. The earnings of a child under 14 years of age; payments to Vista volunteers; income received under Title V of the Older Americans Act; direct payments received by participants in the Foster Grandparents Program; board payments paid to foster parents for 24 hour child care; and the value of child care services paid by the Department are also excluded from income.

CHAPTER IV

CSBG SERVICES TO BE PROVIDED

Introduction

In FY 2005, Tennessee will use CSBG funding to provide a range of programs, which are designed to have measurable outcomes for the low-income families and individuals, served. Based on customer needs, agencies may select and offer the services most needed in their geographic area. CSBG services are available in all ninety-five Tennessee counties.

Nine broad program areas, including a brief description of sub-categories under each program, are given in this Chapter. Agencies are not required to offer all sub-categories of a program. Instead, they will design each program to include only the sub-categories that will enable them to meet the needs of their customers. Although it is unlikely that agencies will develop a program not described in one of the nine program areas, it is possible. Hence, the "Other" program category is listed.

1. **Employment Programs**

Employment programs may include areas such as job counseling, job placement/development, information and referral, on the job training (O.J.T.), summer youth jobs, employment generating projects, skills training, and other projects. Interagency planning and coordination are inherent parts of any employment program and are not identified separately. Definitions of specific sub-categories follow:

Job Counseling: Periodic counseling of either unemployed or under-employed participants, including help with job hunting skills or formation of job clubs or identification of jobs.

Job/Placement Development: Comprehensive projects, including development of and placement in secure jobs for low-income persons. The development phase means finding vacant positions for which employers agree to interview the low-income job seeker. Job placement means setting up job interviews for those individuals seeking a job. Job counseling may be needed.

Information and Referral: Involves providing information about employment opportunities and job training programs as well as referral to community resources.

O.J.T.: On the Job Training activities which enhance the skills of working persons during employment.

Summer Youth Jobs: Summer jobs for low-income youth providing them with income, work experience and on the job training.

Employment Generating Projects: Businesses, services or projects supported or run by agency to open up new job opportunities for low-income persons. This could include part-time income increasing projects such as produce markets to sell from community gardens.

Skills Training: Training in skills for which there are immediate and continuing job opportunities. Includes training in such areas as word processing, welding, job hunting, etc.

Other Projects: Includes such things as Jobs Banks; Green Thumb support; other projects to assist the elderly, ex-offenders, and women-head-of-households in finding jobs; support for JTPA projects. Transportation may be provided for employment project participants.

Estimated local level of Expenditures: \$337,343.00

2. **Education**

Education programs may include educational counseling; public education/information; information and referral; day care and child development; ABE, GED, or other direct instruction; and other education projects. Interagency planning and coordination are inherent parts of any education program. Definitions of specific sub-categories follow:

Educational Counseling: Provide advice and guidance to low-income individuals about their educational opportunities, such as counseling for students at risk, dropouts or for youths seeking scholarship to college or technical schools and adults seeking educational resources.

Public Education/Public Information: Educational or informational activities which inform the public about the problems and solutions associated with poverty.

Information and Referral: Provides information about educational opportunities and refers to community programs.

Day Care and Child Development: Child care and/or classes, which provide child development instruction and support for working parents.

ABE or GED Instruction and Other Direct Instruction: Adult Basic Education instruction; classes to prepare the individual to obtain a high-school equivalency certificate (GED), literacy skills, or basic skills. Included is all other instruction, workshops or tutoring as well as alternate education for high school dropouts, craft workshops, etc.

Other Education Projects: Includes the provision of transportation for education project participants, scholarship programs for low-income youth, curriculum development for public schools, teacher training, etc.

Estimated local level of Expenditures:

\$429,908.00

3. **Income Management**

Income Management programs may include household financial counseling/information and referral, income tax counseling, residential energy conservation workshops, information on energy conservation, Weatherization support, alternative energy installations, and other income management projects. Interagency planning and coordination are inherent parts of any income management program. Definitions of specific sub-categories follow:

Household Financial Counseling/Information and Referral: Includes information and referral about income management and counseling or instruction on preparation and implementation of household budgets, and/or on personal, credit and general consumer education issues.

Income Tax Counseling: Assistance in the preparation of federal, state, and/or local annual income tax reports.

Residential Energy Conservation Workshops, Information on Energy Conservation, Weatherization Support, Alternative Energy Installations: Includes workshops for low-income persons on do-it-yourself home energy conservation measures, use of CSBG to supplement Weatherization programs in order to attain greater residential energy savings. Also, includes installations of solar window collectors, greenhouses, solar hot water heaters, and other residential applications of low-cost alternative energy devices.

Other Income Management Projects: Any other project which assists low-income persons in making better use of available income, such as organizing food co-ops, car or van pools.

Estimated local level of Expenditures:

\$288,406.00

4. **Housing**

Housing programs may include home-ownership counseling/loan assistance, other kinds of housing counseling and landlord/tenant advocacy, home repair/rehabilitation, information and referral, and other housing programs. Interagency planning and coordination are inherent parts of any housing program. Definitions of specific sub-categories follow:

Home-ownership Counseling/Loan Assistance: Includes counseling on home-ownership for low-income individuals, including assistance in completing applications for HUD and Farmer's Home Administration home loan programs.

Other Kinds of Housing Counseling and Landlord/Tenant Advocacy: Counseling in landlord/tenant relations, as well as assistance in applying for rent subsidies and with default/displacement and relocation situations.

Home Repair/Rehabilitation: The provision of home repair and residential rehabilitation services. Home maintenance workshops could be included.

Other Housing Programs: Includes support for such things as group homes in meeting safety code standards; home construction for the low-income persons; transportation for housing project participants.

Estimated local level Expenditures: \$1,057,788.00

5. **Emergency Programs**

Emergency programs may include cash assistance/loans; crisis intervention and crisis case management, mobilizing goods, services, cash; information and referral; and other emergency services. Interagency planning and coordination are inherent parts of any emergency program. Definitions of specific sub-categories follow:

Cash Assistance/Loans: Includes one-time payments or short-term loans to families or individuals to enable them to meet emergency needs for shelter, food, clothing, etc.

Crisis Intervention and Crisis Case Management: Intervention in emergencies resulting from child, spouse, alcohol or drug abuse, medical emergencies, eviction, shut-offs, or loss of income. Could include temporary shelter for battered women and children.

Mobilizing Goods/Services/Cash: Includes mobilization of donations of food, cash, clothing, furniture, fuels, and services to enable low-income families and individuals to handle one-time emergencies or to recover from natural disasters.

Information and Referral: Provides information about emergency and disaster relief services and makes referrals to existing community programs.

Other Emergency Services: Includes such things as transportation to meet family emergencies, emergency medical services, legal aid, crisis "hot lines".

Homeless Assistance/ESHP: Includes such things as temporary shelter, clothing, furnishings, counseling and case management, mortgage or rent payments, employment, health or other services for the homeless.

Estimated local level Expenditures

\$4,799,967.00

6. **Nutrition Program**

Nutrition programs may include food pantries, food shelves; hot meals; gardening; canning, self-help production; nutrition education, comprehensive counseling, surplus food, commodities distribution; information, referral and counseling, and other nutrition projects. Interagency planning and coordination are inherent parts of nutrition programs. Definitions of specific sub-categories follow:

Food Pantries/Shelves: Organization or operation of community distribution outlets of locally donated foodstuffs such as dented canned goods and overstocked produce.

Hot Meals: Providing hot breakfasts, lunches or dinners. Includes both congregate and home-delivered meals.

Gardening/Canning/Self-Help Production: Assistance with neighborhood or community gardens or the operation of community canneries, or projects to assist the low-income families and individuals in the preservation of fruits, vegetables and meats.

Nutrition Education/Comprehensive Counseling: Comprehensive training in nutrition principles, guidance in consumer behavior, home economics, child and baby nutrition training and other federally provided emergency food.

Information and Referral/Counseling: Information about nutrition services and referral to community programs. May include short-term or one-time counseling to individuals/groups about nutrition, diet and food preparation.

Other Nutrition Projects: Support to other federal or state food programs not included in the above. Preparation of food baskets, assistance to regional Food Banks that support local Food Pantries, provision of transportation to nutrition participants.

Estimated local level of Expenditures:

\$1,305,598.00

7. **Linkages**

Linkage programs may include family/individual counseling; transportation; elderly projects; information and referral; local needs assessments/community outreach; summer recreation; and other linkage projects. Definitions of specific sub-categories follow:

Family/Individual Counseling: Provision of one-to-one sessions with multi-problem individuals of families by qualified counselors.

Transportation: Includes multi-purpose transportation that conveys participants, to services they need--this is a free-standing transportation project, which is not a part of another program.

Elderly Projects: Includes miscellaneous, multi-purpose projects primarily for the elderly but could include some disabled (chore, companionship, homemaker, senior centers, day care, recreation).

Information and Referral: This is the umbrella Information and Referral rather than incorporating the function into each program.

Local Needs Assessments/Community Outreach: Examination of local service need and prioritization of services to be offered. Activities of a general nature that recruits and coordinates volunteers and/or informs low-income individuals of services.

Summer Youth Recreation: Projects to involve youth in wholesome summer activities.

Other Linkages Projects: Includes miscellaneous projects for low-income populations, lasting throughout the year.

Estimated local level of Expenditures: \$2,465,699.00

8. **Self-Sufficiency**

Self-sufficiency programs are programs designed to enable/assist families and individuals to implement goals for themselves. They result in greater self-sufficiency and eliminate some of the causes of their poverty level conditions. These programs may include family development intervention for family stabilization. A comprehensive program offers support services, which promote, empower and nurture families or family members toward self-sufficiency. Support services include case management, child care, family/individual counseling and cash assistance. At a minimum the following elements are included in a comprehensive/case management program.

A comprehensive assessment of the issues facing the family is conducted.

A written plan toward self-support for each family or family member is created.

A comprehensive assortment of services are made available as needed to implement the plan for self-support, including the use of available community resources.

A case management strategy is used to track and evaluate progress and the plan is adjusted as needed.

Estimated local level of Expenditures: \$1,096,438.00

9. **Health**

Health related programs may include transportation to medical services, medical or dental screening, counseling on health needs, provision of information that educates and prevents health problems, etc. Interagency planning and coordination are inherent parts of health programs. Definitions of specific terms follow:

Transportation to Resources: Provision of transportation for low-income persons to medical resources.

Medical or Dental Screening: Expenditures which are for physicians, dentists, nurses, paramedic services in assessing medical or dental needs.

Counseling, Information and Education: Provision of counseling, the offering of information to inform and educate the low-income families and individuals about their need to maintain good health practices and to seek medical attention when it is needed.

Estimated local level of Expenditures: \$175,378.00

10. **Other**

In order to standardize reporting among agencies, the purchase of computer equipment and software will continue for those agencies that have not yet completed their computer hardware purchases. This equipment will enable agencies to collect baseline information for planning outcome-based programs and for reporting ongoing outcome data. The agencies are continuing to refine their CSBG software program that will provide uniform statewide reporting. This is being completed as a partnership with the Department of Human Services and the Tennessee Association for Community Action Agencies.

An agency may develop a project, which does not fit any of the nine major program areas. If such a program is developed, it will be considered for funding by the Department.

Estimated local level of Expenditures: None

CHAPTER V

PLANNING AND COORDINATION

Local Agencies

Local CSBG agencies are responsible for completing advance Results-Oriented Planning which focuses on the impact the services have on their customers. This Planning process incorporates concrete goals, objectives, and measures that are used in determining how successful the agencies are in serving their customers.

The agency's allocation is based on the county poverty rate for the geographic area served by the agency. Local Results-Oriented Planning should lead to an equitable distribution of services to customers whose income is at or below 125% of the OMB poverty income level.

Uniformity in the Results-Oriented Planning process is the State's goal as it helps in delivering better customer services. Plans that are based on accurate customer needs assessments target better services and enable agencies to measure results. The performance measures support decisions the agency makes concerning how funds are allocated to various service programs.

CSBG Needs Assessment

The CSBG Needs Assessment provides current, reliable information about the population and the geographic area served by each agency. During FY 2002 CSBG agencies received training from UT/ SWORPS linking ROMA requirements to agency Needs Assessments. The Needs Assessment includes basic information, such as:

- o geographic location (counties served, problems/obstacles to service provision in any given county, i.e., changing communities, lack of jobs or transportation)
- o demographic information about the customers to be served (estimated number of poor and vulnerable customers, general population estimate, racial/ethnic composition, and disabled)
- o needs description of customers to be served (educational level, unemployment rate, job market, housing standards/ needs, crime rate, nutritional needs, substance abuse, single-parent household, etc).
- o other agencies serving this population (services they provide, availability in all counties, accessibility, diversity among counties)
- o data analysis (summarized information collected for decision making)

The assessment relies heavily on base line information in agency records and on customer, board, and community surveys. Public meetings, United Way assessments, other service provider assessments, etc. are utilized.

Community Action Plan

As a condition of CSBG funding in FY 2005, each agency will be required to prepare and submit to the Department its Community Action Plan. This Plan will be based on the Results-Oriented Planning process and includes:

- o community needs assessment, including food needs
- o description of the service delivery system targeted to low-income families and individuals in the agency service area
- o description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultations
- o description of the goals and outcome measures to be used to determine success in promoting self-sufficiency, family stability and community revitalization

Innovative Community and Neighborhood-based Initiatives:

ROMA implementation has continued to encouraged agencies to think more creatively in their service approaches. Some examples of services created in the last three years include:

- o **Pharmaceutical Service:** Due to the high cost of prescription medicines, several agencies have added a Pharmaceutical Service. This service provides ongoing financial support for the elderly who would otherwise be unable to make these purchases. Other agencies have adapted this service to also meet the needs of families without health insurance.
- o **Increased Accountability:** One agency has enhanced their marketing of program performance with local elected officials by developing a computer program that provides statistical data on the number of people that have received financial and other agency services by political District.
- o **Water/Wastewater Program:** One agency has partnered with USDA to assist low-income homeowners obtain clean drinking water and healthy septic systems. In addition to providing the family with a safer environment, this program also increases the home's property value.
- o **Individual Development Account:** One Tennessee agency has begun an IDA program that encourages income management skills for the low income. In addition to budget counseling and coaching, the agency provides matching financial support.

CHAPTER VI

ADMINISTRATION AND FINANCING

ORGANIZATIONAL STRUCTURE FOR ADMINISTERING PLAN

Commissioner's Office

The Department of Human Services was designated by the Governor as the single state agency to administer the CSBG program in 1983. The Commissioner of the Department is a member of the Governor's Cabinet.

Adult and Family Services

The Adult and Family Services Division, one of six major divisions of the Department of Human Services, is legally responsible for providing the critical social services needed by the citizens. It is directed to helping citizens achieve and maintain a level of health, social and economic well being essential to their functioning at their maximum capacity.

The Community Services Section within the Adult and Family Service Division is responsible for the overall administration of the Community Services Block Grant Program. This section also administers a portion of the Social Services Block Grant Program, and the entire Weatherization Assistance Program, Refugee Services, Emergency Shelter Grants, and the Low Income Home Energy Assistance Program. This administrative responsibility involves arranging for the provision of services through grant contracts with public and private agencies. Also, this staff is responsible for the allocation of funds; policy development; contract negotiation; technical assistance, training and evaluation of contract agencies providing these programs. In addition, this section manages the Empowerment Zone and Enterprise Community contracts.

Other State Office Organizations

Other DHS State Office organizational units providing major support services for the Community Services Block Grant Program include the Fiscal Services Section, the Budget Section, and the Information Systems Section.

The Adult and Family Services Division also provides child care assistance, including the licensure of child care facilities; adult protective services; licensure of adult day care facilities; and administration of the Summer Feeding Program and the Child and Adult Food programs.

MONITORING OF LOCAL CSBG AGENCIES

Monitoring:

From 1991 until February 1, 2004, the Department of Finance and Administration (F&A) monitored state contracts through a consolidated monitoring contract. Effective February 1, 2004, Program Evaluation staff and responsibility for monitoring of Community Service Block Grant contracts was transferred back to the Department of Human Services. The Department of Human Services anticipates a closer working relationship with this monitoring staff, including the ability to develop more targeted monitoring activities.

Contracting agencies are required to submit financial reports of expenditures to the Department's Fiscal Services. The report is reviewed by Fiscal staff and validated by State monitoring staff. It is suggested that quarterly program reports on customer service outcomes be maintained by local agencies. Programmatic monitoring is conducted in local CSBG agency offices. Emphasis in monitoring is placed on administration, efficiency, program design and implementation, customer eligibility (including reviews of outcomes) and record keeping. The Department of Human Services' Community Programs staff has developed program policy against which agencies are evaluated. Monitoring staff will attempt to complete their program review in one visit. CSBG agencies are notified in writing of the findings of the review. If problems are identified, the CSBG agency is asked to implement a corrective action plan to the Department of Human Services for approval. If the review indicates the agency needs training or technical assistance, the Department of Human Services program staff provides follow-up. A copy of the review report and any corrective action activity is maintained in the Department of Human Services' file. The State follows required CSBG monitoring requirements by assuring each CSBG recipient is monitored at least every three years. High risk agencies are monitored annually.

Fiscal Review:

The Department of Human Services Fiscal Services Section reviews expenditures reported on the agency's reimbursement report/invoice. Staff compare reimbursement reports with the agency's contract budget to determine liquidation rates and appropriate line-item expenditures. The agency's quarterly expenditure reports are also reviewed to determine that they agree with the monthly invoice amounts, and that expenditures appear to be reasonable and properly charged in accordance with the agency's approved cost allocation plan. This comparison enables Fiscal staff to determine the amount of unexpended funding in each contract at the end of the contract period. The agency's unexpended funding is included in the next year's contract.

If the agency's reports indicate problems in overspending, costs are questioned, adjusted, or otherwise resolved before the end of the contract period's final reimbursement. The agencies may request technical assistance with fiscal issues which include bookkeeping systems, cost allocation plans, and fiscal reporting and budgeting. This technical assistance will be provided by the Fiscal Services Section.

CERTIFICATIONS AND ASSURANCES

The Governor has delegated to the Tennessee Department of Human Services the authority to make the certifications and assurances required by the CSBG Act. This section contains the required assurances and certifications along with the Department's plans for implementing them.

- A. Section 676 (a)(3) of the CSBG Act requires the State Legislature to conduct public hearings on the proposed use and distribution of CSBG funds for each fiscal year. The Tennessee Legislature conducts the required public hearings as part of its budget process. In lieu of minutes, audio tapes are kept by the Legislature on these public hearings.
- B. The State of Tennessee will provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. The FY 2004 CSBG programs are designed to have a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. Programs assist low-income participants, including the elderly poor. The programs to be provided are outlined in Chapter IV of this plan.
- C. The State of Tennessee will provide activities designed to assist low-income participants, including homeless individuals and families, migrants, and the elderly poor.
 - 1. to secure and retain meaningful employment;
 - 2. to attain an adequate education;
 - 3. to make better use of available income;
 - 4. to obtain and maintain adequate housing and a suitable living environment;
 - 5. to obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment related assistance;
 - 6. to remove obstacles and solve problems which block the achievement of self-sufficiency;
 - 7. to achieve greater participation in the affairs of the community; and
 - 8. to make more effective use of other programs related to the purposes of the CSBG Act.

Tennessee's FY 2005 CSBG programs will assist low-income persons, including homeless individuals and families, migrants, and the elderly. These programs are discussed in Chapter IV of the FY 2004 CSBG State Plan. Representatives of the CSBG agencies participated in developing the programs to be provided, and all CSBG agencies were given an opportunity to discuss the proposed programs. If changes are made in the program descriptions during the year, the Department of Health and Human Services will be notified.

- D. The State will contract with CSBG agencies on an emergency basis for the provisions of such supplies and services, nutritious foodstuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor.

Chapter IV discusses the program area designed to provide these services. One example is found in Emergency Programs:

1. crisis intervention and crisis case management in regard to emergency needs;
2. providing or arranging cash assistance on a one time basis or short term loans, donated food, clothing, furniture, etc.
3. helping with rent or mortgage payments, emergency shelter, and moving expenses;
4. providing information and referral;
5. offering homeless assistance.

- E. The State of Tennessee will coordinate and establish linkages between governmental and other services programs to assure the effective delivery of CSBG services to low-income individuals.

The State of Tennessee encourages linkage and coordination between the CSBG Programs, other governmental, and community partners. All programs discussed in Chapter IV recognize the importance of interagency planning, community organization, and coordination. Other examples are given below:

1. FY 2004 CSBG funding will again be used to enhance administrative activities of local CSBG agencies in such programs as the Department of Energy Weatherization Program and the Temporary Emergency Food Assistance Program.
2. The Department's CSBG staff meet with representatives of the Commission on Aging and the State Department of Transportation, as needed to coordinate delivery of rural transportation and elderly services. The three agencies share information about programs.
3. The Department works with numerous Federal and State agencies when delivering services to victims of natural disasters. Local CSBG agencies may provide manpower to staff certain functions of local disaster centers where victims are served. Examples of tasks may include transportation of clients, entrance and exit interviewing and providing general guidance/counseling to customers. Human Services also administers the Individual and Family Grant Program for disaster victims.
4. The CSBG Program is coordinated with other social services programs related to CSBG. The Director of the Community Services division directs the Community Services Block Grant, the Weatherization, the LIHEAP, the contracted portion of the Social Services Block Grant Program for Adults, the Empowerment Zone Contracts, the Refugee Program, the Emergency Shelter Grants Program, and the Homeless Program.

- F. The State will encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

Local CSBG agencies continue to seek the support and involvement of the private sector of their programs. This can be observed through the utilization of volunteers in the various service programs and in contributions made to the service program, etc.

- G. The State provides assurance that at least ninety percent (90%) of Fiscal Year 2004 CSBG funds will be allocated to "eligible entities" as defined in Section 675C(a)(1) of the Community Services Block Grant Act (42 U.S.C.9901 et seq.) as amended.

A subsection of the CSBG State Plan confirms that the ninety percent (90%) pass-through requirement is met. In actuality ninety-five percent (95%) of FY 2004 available funds are allocated to local CSBG agencies.

- H. Five percent (5%) of the State's CSBG award for FY 2004 will be reserved for state level administrative costs.

Tennessee provides assurance that it will not expend more than five percent (5%) of the CSBG award under Section 675C(b)(2) of the CSBG Act for administrative cost at the State level. An allocation plan for distribution of the State's CSBG award to local agencies is found in Appendix 4.

- I. The State provides assurance that in the case CSBG funds are allocated to a community action agency or non-profit organization that each board shall be selected by the agency or organization and constituted to assure that:

1. one-third of the members of the board are elected public officials currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive public officials may be counted in meeting such one-third requirement;
2. one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and
3. the remaining one third of the membership are officials or members of business, industry, labor, religious, welfare, education, or other major groups with an interest in the community.

Further, the State provides assurance that in the case CSBG funds are allocated to a public organization that the board shall be constituted to assure that:

1. at least one-third of the members are persons chosen in accordance with the democratic selection procedures adequate to assure that they are representatives of poor in the area served; or
2. another mechanism specified by the State has been adopted to assure low-income citizen participation in the planning, administration, and evaluation of activities for which the organization has been funded.

A narrative description concerning how Tennessee will implement Section 676B (a)&(b) of the CSBG Act follows:

1. As a requirement for funding, the Department of Human Services requires each agency which is allocated CSBG funds to submit a copy of its board of directors. The board structure is examined by the Department, and a determination is made as to whether it complies with the CSBG Act requirements. Public agencies will be required to submit documentation of how low-income individuals are involved in planning and implementing the CSBG program.
 2. Each agency will have an on-site compliance review conducted by the State. During this compliance review, the agency board structure is examined.
 3. A clause contained in each grant contract stipulates that the local agency shall comply with applicable Federal regulations in the performance of its duties under the contract. This provision includes Section 676B (a)&(b) of the Community Services Block Grant Act.
- J. The State shall give special consideration in the designation of local community action agencies to any community action agency, which was receiving CSBG funds under any Federal anti-poverty program on the date of enactment of the CSBG Act. The State, before giving such special consideration, shall determine that each agency met program and fiscal requirements established by the State. If no such agency exists during the year because of any change in the assistance furnished to programs for economically disadvantaged persons, the State shall give special consideration in the designation of community action agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds in the preceding fiscal year for which the determination is made.

When a geographic area of the State is not being served by an eligible entity during the year, the Governor of the State may solicit applications from, and designate as an eligible entity:

1. a private nonprofit organization (which may include an eligible entity) that is geographically located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements of this subtitle; and

2. a private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area.
3. when no qualified organization in or near the area is identified or determined to be qualified to serve the unserved area as an eligible entity the Governor may designate an appropriate political subdivision of the State, with demonstrated effectiveness, to serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision shall have a board or other mechanism as required in section 676B(a)(b).

A description follows on the State's method of implementing section 676A of the CSBG Act. The State has given special consideration and designated twenty (20) CSBG agencies to administer local CSBG programs as required by the CSBG Act. The Department has determined that each of the agencies designated to receive CSBG funds has met necessary program and fiscal requirements of the state.

- K. The State agrees to prohibit any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activity. 678F(b)(2)(B)&(C).

Local CSBG agencies are required to adopt a policy which prohibits any voter registration or election activities in accordance with the CSBG Act. This requirement is a prerequisite to CSBG funding.

- L. The State agrees to provide for coordination between antipoverty programs in each community, where appropriate, with emergency crisis intervention programs under Title XXVI of this Act (relating to low-income home energy assistance) conducted in such communities). (676(b)(6).

Nineteen of the twenty (20) local CSBG agencies operate the LIHEAP for their areas. The remaining two agencies have planned activities to make referrals to the LIHEAP agency serving the area.

- M. The State provides an assurance that fiscal control and fund accounting procedures are established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this subtitle, including procedures for monitoring the assistance provided under this subtitle, and provides that at least every year in accordance with subsection (f) an audit of its expenditures of amounts received under this subtitle and amounts transferred to carry out the purpose of this subtitle shall be prepared. The Department of Human Services requires that subgrantees' accounting procedures and fiscal controls be in compliance with requirements of the State Comptroller's Office as outlined in the Accounting and Financial Reporting for Not for Profit Recipients of Grant Funds in Tennessee, and the DHS Fiscal Policies and Procedures for Third-Party Agencies and Other Contractors.

The annual audit of the Department's CSBG Program, which is required by Section 1745 (b) of the Omnibus Budget and Reconciliation Act, will be conducted by the State Comptroller's Office, an entity independent of any agency administering activities or services carried out under the CSBG Act. It will be conducted in accordance with generally accepted auditing principles on an annual basis. Within thirty days after the completion of the audit, a copy of such audit will be submitted to the Legislature of the State and to the Secretary of the Department of Health and Human Services.

- N. The Department of Human Services assures that it will permit and cooperate with Federal investigations undertaken in accordance with Section 676 (b)(7). The State has included in its CSBG contracts a provision requiring the agency to permit and cooperate with any State or Federal investigation undertaken in accordance with Section 676 (b)(7).
- O. The State's CSBG funds will not be used to purchase or improve land or to purchase, construct, or permanently improve buildings or facilities, other than low-cost residential Weatherization or other energy-related home repairs, unless waived by the Department of Health and Human Services in accordance with Section 678F(a)(1)(2).
- P. Section 676 (c)(2) of the CSBG Act requires that the State's plan for meeting the assurances in section 676(c)(2) be made available for public inspection and comment.

The CSBG program descriptions have been reviewed by a Committee consisting of the Department staff and local CSBG agency staff. Upon completion of the Committee's review, the program descriptions were shared with all CSBG agencies. Copies of the State Plan are distributed to members of the Legislature as required, CSBG agencies, to the Department's local offices, and to other individuals seeking information about the program. The State Plan is also posted on the State Department of Human Service website.

- Q. State CSBG requirements prohibit discrimination against any person on the grounds of handicap, disability, age, race, sex, color, national origin, religion or any other classification protected by Federal or State constitutional and/or statutory law. No such person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under CSBG. 678(c)

A provision in each CSBG contract stipulates this requirement. Monitoring of local agency compliance with all discrimination requirements is done routinely by the State.

- R. The State of Tennessee provides assurance that any community action agency which received funding in the previous fiscal year under this Act will not have its present or future funding terminated under this Act or reduced below the proportional share of funding it received in the previous fiscal year unless after notice, and opportunity for hearing on the record, the State determines that cause existed for such termination or such reduction subject to the procedures and review by the Secretary as provided in Section 676(b)(8).

For purposes of making a determination with respect to a funding reduction, the term "cause" includes--

1. A statewide redistribution of funds provided through a Community Service Block Grant under this subtitle to respond to:
 - a. the results of the most recently available census or other appropriate data;
 - b. the establishment of a new eligible entity;
 - c. severe economic dislocation; and
2. The failure of an eligible entity to comply with the terms of its agreement to provide services under this subtitle. [678C(a)]

For purposes of making a determination with respect to a termination, the term "cause" includes -- the material failure of an eligible entity to comply with the terms of its agreement and Community Action Plan to provide services under this subtitle.

The CSBG agency shall be given notice if funding is to be terminated or if funding is to be reduced below its proportional share.

1. A written notice shall be sent to the CSBG agency stating the Department intends to terminate its CSBG funding or reduce its funding level below its proportional share twenty days from the date of the notice. The notice shall contain the cause of the termination and time, date, and a place of a hearing on the matter to be held not less than ten days from the date of the letter. Just cause for termination will consist of any breach of the CSBG contract by the agency.
2. A public hearing shall be conducted to review the cause of the proposed termination. The panel shall consist of one representative each from the following DHS offices: Assistant Commissioner for Adult and Family Services, Assistant Commissioner for Administrative Services and Director of Finance. The panel members shall convene the hearing and issue its recommendation(s) to the Commissioner within seven days after the hearing.
3. The Commissioner shall notify the CSBG agency of the Department's final decision on the case within fourteen days after the hearing.
4. A copy of the record of the public hearing shall be furnished to the Secretary of Health and Human Services, and no decision to terminate an agency's CSBG funding shall become effective until a finding by the Secretary of the Department of Health and Human Services confirms the State's finding of cause.

- S. The State shall require each CSBG agency to develop a Community Action Plan as a condition for receiving funds. This Plan shall address customer goals and measures for determining success. The Community Action Plan shall be sent to the Department and shall be available for inspection as required. The Plan shall include:
1. a community needs assessment (including food needs)
 2. a description of the service delivery system targeted to low-income individuals and families in the service area
 3. a description of how linkages will be developed to fill identified gaps in service through information, referral, case management, and follow-up consultations
 4. a description of how funding under this Act will be coordinated with other public and private resources
 5. a description of outcome measures used to monitor success in promoting self-sufficiency, family stability and community organization

Agencies will be required to submit this Plan with the FY 2004 proposal and budget. During the year, each agency will be monitored and information contained in the Plan will be evaluated. Also, agencies will be required to submit statistical information on the results of the customer outcome measures.

- T. The State assures that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of funds under this subtitle (Section 678D(a)(1)).

The contract requires each agency receiving CSBG funding to comply with cost and accounting standards. These recipients are audited annually.

- U. The State assures that Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children's Act of 1994 (Act), will be adhered to in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States or local governmental by Federal grants, contract, loan, or loan guarantee. The contract will require each agency to comply with Public Law 103-227, Part C.

OTHER FEDERAL CERTIFICATIONS

- A. The State certifies that in accordance with Federal Regulations, Title 8 CFR Part 245a, as amended, procedures will be implemented to comply with regulations that allow services to newly legalized aliens under the Community Service Block Grant.

- B. In accordance with the Interior and Related Agencies Appropriations Act, Section 319, Title 31, United States Code 1352, agencies receiving CSBG funds are prohibited from using these funds for lobbying.

Compliance with this certification is ensured contractually with each CSBG recipient.

- C. In accordance with 45 CFR Part 76, agencies receiving CSBG funds shall by signing the contract certify that neither it nor its principals are debarred, suspended or proposed for suspension.

Compliance is determined through this provision being included in each contract and by the agency signing the Certification Regarding Debarment which is included in each contract.

- D. The State certifies that in accordance with the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F, agencies receiving CSBG funds will maintain a drug-free work place.

Compliance with this certification is ensured contractually with each CSBG agency.

CSBG ALLOCATION PLAN FOR FY 2005 (July 1, 2004 - June 30, 2005)

The Department's CSBG allocation plan for FY 2005 defines how available CSBG funds are to be divided between State administrative costs and allocations to twenty-one local CSBG agencies.

FY 2005 CSBG Available Funds	\$12,585,816.00
State Level Administrative Funds	\$629,290.00
Regular Funds for Contracts with Local CSBG Agencies	\$11,956,256.00

CSBG Agency allocations are included in this plan in Appendix 4.

Funding allocated to CSBG Agencies is based on two formulas. Primary funding consists of a distribution of \$11,956,256.00 to CSBG agencies based on the poor population in the agency's area compared to the total for the State according to a formula based on one-fifth of the 2000 Census, and four-fifths of the 1990 Census. Appendix 4 lists the State's percentage of poverty level population by county. The second part of the formula includes using the population-based funding, if a CSBG Agency's geographic area contains six percent of the State's poor, it will receive six percent of the population-based funding. Population-based funding for each agency is reflected in Column C of the funding plan that is Appendix 4.

Currently, carry-forward balances are re-allocated back to the same agencies at the same level. The State continues to enact changes to provide agencies with their carry forward balances earlier in the contract year.

APPENDIX 1

ORGANIZATIONAL CHART

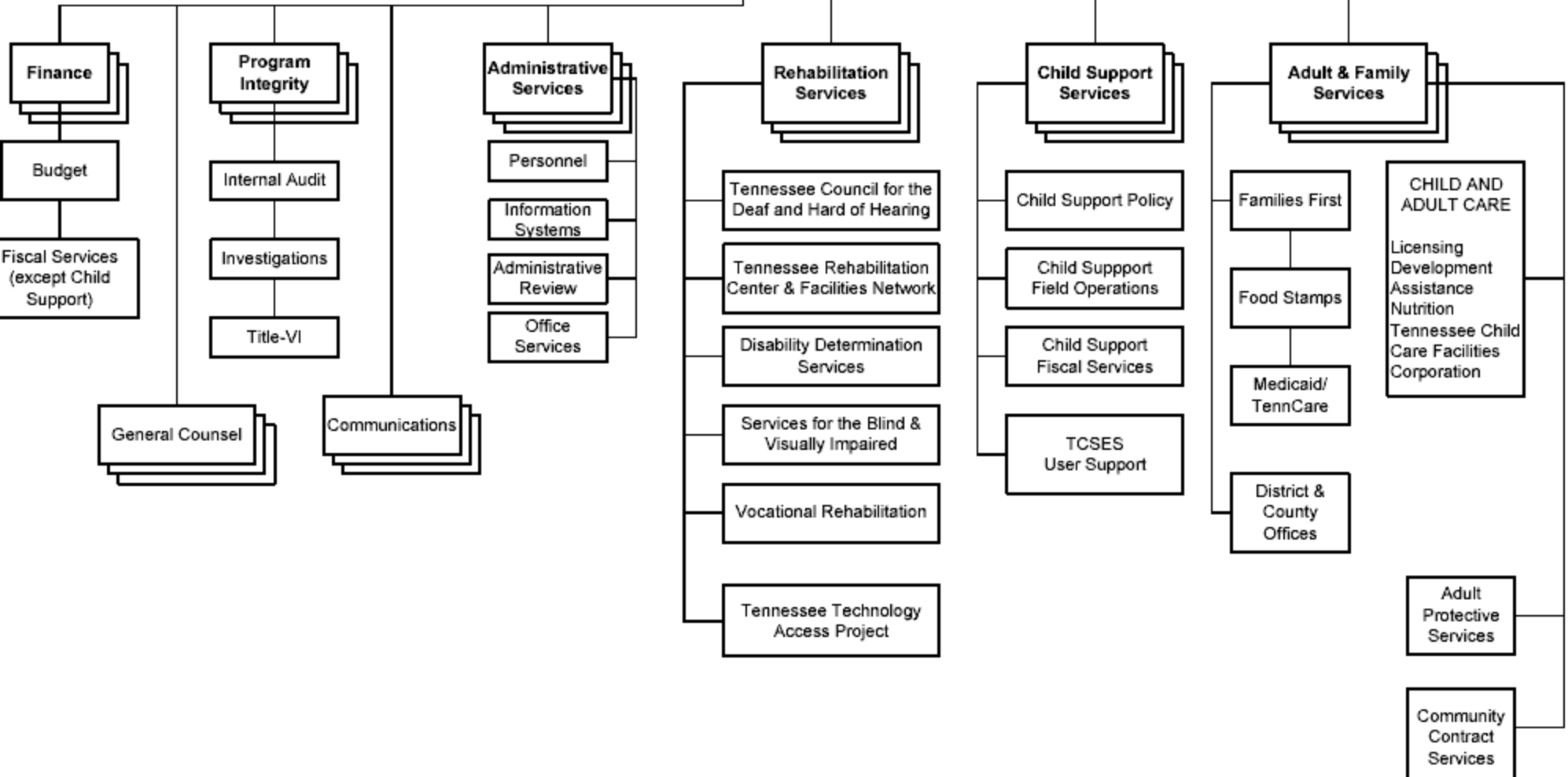
TENNESSEE DEPARTMENT OF HUMAN SERVICES

DEPARTMENT OF HUMAN SERVICES

Commissioner

Special Assistant and
Office of
Native American Affairs

Deputy
Commissioner



Community Services Section

**Assistant Commissioner for Adult and Family Services
Glenda Shearon**

**Director for Child Care, Adult and Community Programs
Deborah Neill**

**Community Services Director
Regina Surber**

**Secretary
Ruth Leggs**

**Community Services
Block Grant
Program
Program Specialist
Joan Meadows**

**Low Income Home Energy
Assistance Program and
Weatherization Assistance
Program
Program Specialist
Mary Gordon**

**Social Service Block Grant
Program
Program Specialist
Loretta Goldsmith-Howell**

**Emergency Shelter Grant Program
Refugee Program
Program Specialist
Susan Condor**

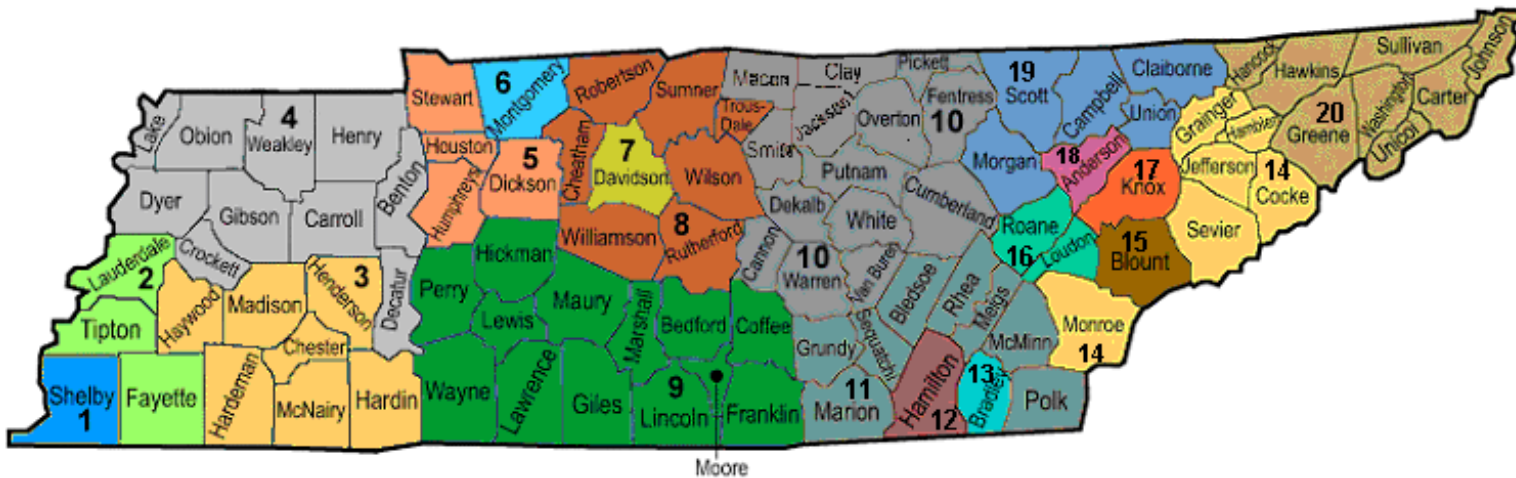
APPENDIX 2

MAP OF

TENNESSEE CSBG AGENCIES

TENNESSEE

COMMUNITY SERVICES BLOCK GRANT AGENCIES



1. Shelby County Community Service Agency
2. Delta Human Resource Agency
3. Southwest Human Resource Agency
4. Northwest Tennessee Economic Development Council
5. Highland Rim Economic Corporation
6. Clarksville/ Montgomery County CAA
7. Metropolitan Action Commission
8. Mid-Cumberland Community Action Agency
9. South Central Human Resource Agency
10. Upper Cumberland Human Resource Agency

11. Southeast Tennessee Human Resource Agency
12. Chattanooga Human Services Department
13. Bradley-Cleveland Community Services Agency
14. Douglas-Cherokee Economic Authority
15. Blount County Community Action Agency
16. Mid-East Community Action Agency
17. Knoxville-Knox County Community Action Committee
18. Anderson County Community Action Committee
19. Mountain Valley Economic Opportunity Authority
20. Upper East Tennessee Human Development Agency

APPENDIX 3

LIST OF CSBG AGENCIES

WITH ADDRESSES, PHONE AND FAX NUMBERS

TENNESSEE CSBG AGENCIES

<u>AGENCY NAME, ADDRESS, & DIRECTOR</u>	<u>COUNTIES SERVED/ PHONE NUMBER</u>
ANDERSON COUNTY COMMUNITY ACTION COMMISSION 135 East Broad Street Clinton, Tennessee 37716 Susan Bowling, Executive Director and CSBG Coordinator	Anderson Telephone: 865/457-5500 Fax: 865/463-8876
BLOUNT COUNTY COMMUNITY ACTION AGENCY 3509 Tuckaleechee Pike Maryville, Tennessee 37703 Jimmy D. Harris, Executive Director Kay Garrison, CSBG Director	Blount Telephone: 865/983-8411 Fax: 865/681-1781
BRADLEY-CLEVELAND COMMUNITY SERVICES AGENCY P.O. Box 3297 - 155 Sixth Street, S.E. Cleveland, Tennessee 37320 Harry Johnson, Executive Director Melanie McMahan, CSBG Coordinator	Bradley Telephone: 423/479-4111 Fax: 423/479-4113
CHATTANOOGA HUMAN SERVICES DEPARTMENT 501 West 12th Street Chattanooga, Tennessee 37402 Bernadine Turner, Executive Director Tommie Pruitt, CSBG Director	Hamilton Telephone: 423/757-5551 Fax: 423/757-5125
CLARKSVILLE-MONTGOMERY COUNTY COMMUNITY ACTION AGENCY 350 Pageant Lane, Suite 307, PO Box 487 Clarksville, TN 37041-0487 Joel Riddle, Executive Director Paula Sears, CSBG Director	Montgomery Telephone: 931/648-5774 Fax: 931/648-5784
DELTA HUMAN RESOURCE AGENCY P. O. Box 634 - 915 Highway 51 South Covington, Tennessee 38019 Quincy Barlow, Executive Director Valarie Bond, CSBG Director	Fayette, Lauderdale, & Tipton Telephone: 901/476-5226 Fax: 901/476-5258
DOUGLAS CHEROKEE ECONOMIC AUTHORITY, INC. P.O. Box 1218 - 534 East First North Street Morristown, Tennessee 37816 Ray McElhaney, Executive Director Linda Stewart, CSBG Coordinator	Cocke, Grainger, Hamblen, Jefferson, Monroe, & Sevier Telephone: 423/587-4500 Fax: 423/587-4509
HIGHLAND RIM ECONOMIC CORPORATION P.O. Box 208 - 213 College Street Erin, Tennessee 37061 Julia Presson, Executive Director Stacy Baggett, CSBG Coordinator	Dickson, Houston, Humphreys & Stewart Telephone: 931/289-4101 Fax: 931/289-5311

TENNESSEE CSBG AGENCIES

(Page 2)

<u>AGENCY NAME, ADDRESS, & DIRECTOR NUMBER</u>	<u>COUNTIES SERVED/ PHONE</u>
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE 2247 Western Avenue, PO Box 51650 Knoxville, Tennessee 37950-1650 Barbara Kelly, Executive Director Sue Campbell, Community Service Coordinator	Knox Telephone: 865/546-3500 Fax: 865/546-0832
METROPOLITAN ACTION COMMISSION 1624-5th Avenue North Nashville, Tennessee 37208 Cynthia Croom, Executive Director Marvin Cox, CSBG Director	Davidson Telephone: 615/862-8860 Fax: 615/862-8881
MID-CUMBERLAND COMMUNITY ACTION AGENCY 233 Legends Drive, PO Box 310 Lebanon, Tennessee 37088-0310 Roger Wright, Executive Director Joyce Caldwell, CSBG Coordinator	Cheatam, Robertson, Rutherford, Sumner, Trousdale, Williamson, and Wilson Telephone: 615/742-1113 or 1137 Fax: 615/742-3911
MID-EAST COMMUNITY ACTION AGENCY P.O. Box 43 - 141 Odd Fellow Cemetery Road Rockwood, Tennessee 37854 Jerry Johnson, Executive Director Tonya Williams, CSBG Technician	Loudon & Roane Telephone: 865/354-0450 Fax: 865/354-0771
MOUNTAIN VALLEY ECONOMIC OPPORTUNITY AUTHORITY/ETHRA 9111 Cross Park Drive, Suite D-100 Knoxville, Tennessee 37923 Gordon Acuff, Executive Director Linda Irick, CSBG Director PO Box 547, Maynardville, TN 37807	Campbell, Claiborne, Morgan, Scott, & Union Telephone: 865/691-2551 Fax: 865/531-7216 Telephone(865) 992-8816 Fax: 865/992-8855
NORTHWEST TENNESSEE ECONOMIC DEVELOPMENT COUNCIL 231 S. Wilson Street Dresden, Tennessee 38225 John Bucy, Interim Executive Director Cindy Stephens, CSBG Director	Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, & Weakley Telephone: 731/364-3228 Fax: 731/364-5163
SHELBY COUNTY COMMUNITY SERVICES AGENCY 100 North Main, Suite 1300 Memphis, Tennessee 38103-0513 Charlotte Kennedy, Division Director Kaye Lawler, Executive Director Kaye Lawler, CSBG Director	Shelby Telephone: 901/545-4630 Fax: 901/545-3592 901/523-7513

TENNESSEE CSBG AGENCIES**(Page 3)****AGENCY NAME, ADDRESS, & DIRECTOR
NUMBER****COUNTIES SERVED/
PHONE****SOUTH CENTRAL HUMAN RESOURCE AGENCY**

606 Lee Avenue, PO Box 638
Fayetteville, Tennessee 37334
Roy Tipps, Executive Director
Pat Johnson, CSBG Director

Bedford, Coffee, Franklin, Giles,
Hickman, Lewis, Lincoln, Lawrence,
Maury, Marshall, Moore, Perry, & Wayne
Telephone: 931/433-7182
Fax: 931/438-0074

SOUTHEAST TENNESSEE HUMAN RESOURCE AGENCY

1012 Resource Road, PO. Box 909
Dunlap, Tennessee 37327
Riley Anderson, Executive Director
Joyce Nunley, CSBG Director

Bledsoe, Grundy, Marion,
McMinn, Meigs, Polk,
Rhea, & Sequatchie
Telephone: 423/949-2191
Fax: 423/949-4023

SOUTHWEST HUMAN RESOURCE AGENCY

1527 White Ave - Highway 45 North
Henderson, Tennessee 38340
A. Franklin Smith, Executive Director
Lisa Smith, CSBG Director

Chester, Decatur, Hardin,
Hardeman, Haywood, Henderson
Madison, & McNairy
Telephone: 731/989-5111
Fax: 731/989-3095

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

3111 Enterprise Drive
Cookeville, Tennessee 38506-4281
Phyllis Bennett, Executive Director
R. Lee Webb, Community Services Director
Sandra Carter, CSBG Director

Cannon, Clay, Cumberland, DeKalb,
Fentress, Jackson, Macon, Overton, Pickett,
Putnam, Smith, Van Buren,
Warren, and White
Telephone: 931/528-1127
Fax: 931/526-8305

UPPER EAST TENNESSEE HUMAN DEVELOPMENT AGENCY

301 Louis Street, PO Box 46
Kingsport, TN 37662
Lois Smith, Executive Director
Morris Baker, CSBG Director

Carter, Greene, Hancock,
Hawkins, Johnson, Sullivan,
Unicoi, & Washington
Telephone: 423/246-6180
Fax: 423/246-5682

APPENDIX 4

PROPOSED CSBG FUNDING FOR FY 2005

PERCENTAGE OF STATE POOR BY COUNTY

FY 2005 CSBG FUNDING
July 1, 2004 to June 30, 2005

A	B	C
Agency or County	% of State's Poor	Total Allocation
Anderson County Community Action Commission	1.2393	\$153,725.00
Blount County Community Action Agency	1.3503	\$166,136.00
Bradley-Cleveland Community Service Agency	1.4011	\$161,210.00
Chattanooga Human Services Department	4.8619	\$585,743.00
Clarksville-Montgomery County CAA	1.7384	\$195,188.00
Delta Human Resource Agency	1.9834	\$285,316.00
Fayette	0.5427	
Lauderdale	0.6235	
Tipton	0.8172	
Douglas Cherokee Economic Authority	5.1736	\$564,635.00
Cocke	0.9979	
Grainger	0.5101	
Hamblen	1.1029	
Jefferson	0.7626	
Monroe	0.7935	
Sevier	1.0066	
Highland Rim Economic Corporation	1.2325	\$162,802.00
Dickson	0.5804	
Houston	0.1915	
Humphreys	0.2563	
Stewart	0.2043	
Knoxville-Knox County Community Action Committee	6.2363	\$734,750.00
Metropolitan Action Commission	9.5020	\$1,042,322.00

A	B	C
Agency or County	% of State's Poor	Total Allocation
Mid Cumberland Community Action Agency	6.2240	\$667,547.00
Cheatam	0.3528	
Robertson	0.6481	
Rutherford	2.1168	
Sumner	1.4011	
Trousdale	0.1277	
Williamson	0.7945	
Wilson	0.7830	
Mid East Community Agency	1.4701	\$184,860.00
Loudon	0.5166	
Roane	0.9535	
Mountain Valley Economic Opportunity Authority	3.5045	\$430,485.00
Campbell	1.2018	
Claiborne	0.8883	
Morgan	0.3857	
Scott	0.5659	
Union	0.4628	
Northwest Tennessee Economic Development Council	4.8126	\$610,581.00
Benton	0.3400	
Carroll	0.5332	
Crockett	0.3207	
Dyer	0.7842	
Gibson	0.8081	
Henry	0.5844	
Lake	0.1793	
Obion	0.5699	
Weakley	0.6928	
Shelby County Community Service Agency	18.8002	\$2,335,200.00

A	B	C
Agency or County	% of State's Poor	Total Allocation
South Central Human Resource Agency	6.5049	\$769,687.00
Bedford	0.6500	
Coffee	0.9110	
Franklin	0.6632	
Giles	0.4542	
Hickman	0.3998	
Lawrence	0.7688	
Lewis	0.1991	
Lincoln	0.5665	
Marshall	0.3551	
Maury	0.9899	
Moore	0.0722	
Perry	0.1548	
Wayne	0.3203	
Southeast Tennessee Human Resource Agency	3.5425	\$436,636.00
Bledsoe	0.2710	
Grundy	0.4888	
Marion	0.5178	
McMinn	0.9311	
Meigs	0.2678	
Polk	0.2767	
Rhea	0.5413	
Sequatchie	0.2480	
Southwest Human Resource Agency	4.8855	\$631,245.00
Chester	0.2765	
Decatur	0.2455	
Hardeman	0.6386	
Hardin	0.6303	
Haywood	0.5091	
Henderson	0.4170	
McNairy	0.5149	
Madison	1.6536	

A	B	C
Agency or County	% of State's Poor	Total Allocation
Upper Cumberland Human Resource Agency	6.4061	\$741,814.00
Cannon	0.2155	
Clay	0.2014	
Cumberland	0.9090	
DeKalb	0.3923	
Fentress	0.5072	
Jackson	0.2619	
Macon	0.4068	
Overton	0.4258	
Pickett	0.1014	
Putnam	1.3160	
Smith	0.2867	
Van Buren	0.1106	
Warren	0.8372	
White	0.4343	
Upper East Tennessee Human Development Agency	9.1308	\$1,196,643.00
Carter	1.2465	
Greene	1.1903	
Hancock	0.2588	
Hawkins	1.1165	
Johnson	1.4834	
Sullivan	2.6049	
Unicoi	0.3038	
Washington	1.9266	
CSBG Funds Available		\$12,585,816.00
Less: State Administration (5%)		\$629,290.00
Total Available for Contracts/Base Allocation		\$11,956,256.00